



National Voter Registration Act (NVRA)

Checklist for Agency Staff Who Register Clients

- ❖ Every new applicant, recertification, renewal or applicant changing his/her address is offered the opportunity to register to vote and provided assistance with completing the form if requested.
- ❖ An opportunity form is included in each application packet
- ❖ A voter registration application and assistance is provided to every applicant who checks “**YES**” they would like to register to vote
- ❖ Those applicant’s who have requested assistance should be advised if the Voter Registration Application is incomplete or is unintelligible.
- ❖ If an applicant is not able to sign the application, you should write “**unable to sign**” and place your name and work address in Section 10 of the Voter Registration Application.
- ❖ Voter registration applications completed at the agency must be forwarded to the Division of Elections on a weekly basis. During the week prior to a voter registration deadline date, the applications must be forwarded on a daily basis. On the voter registration deadline date, applications must be forwarded by overnight mail or hand delivered to the Division of Elections.
- ❖ **AGENCY STAFF MUST NOT:**
 - (a) Seek to influence an applicant’s political preference or party affiliation;
 - (b) Display any items of political preference or party allegiance;
 - (c) Make any statement to an applicant or take any action which may imply the purpose or effect of discouraging an applicant from registering to vote; or
 - (d) Make any statement to an applicant or take any action that would lead the applicant to believe that their decision to register or not to register to vote has a bearing on the availability of service or benefits.
- ❖ Voter Registration Opportunity Forms are filed properly and maintained for a two-year period

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